

2020 – 2021 CURRICULUM TIMELINE

GRADE LEVEL: 10 - 12
COMMUNICATION

CONTENT AREA: BUSINESS

| UNIT TOPIC | DATES |
|---|---------------|
| CLASROOM EXPECTATIONS (SKYPE, GOOGLE CLASSROOM & EMAIL SETUP) | 08/12 - 08/14 |
| FOUR TYPES OF NOTE TAKING | 08/18 - 08/19 |
| THE COMMUNICATION PROCESS | 08/20 - 09/04 |
| ACTIVE LISTENING (BARRIERS TO COMMUNICATION) AND THE COMPETENT COMMUNICATOR | 09/08 - 09/18 |
| THE REGISTERS OF LANGUAGE (DIVERSITY AND MULTICULTURALISM) | 09/21 - 10/02 |
| VERBAL VS NON-VERBAL | 10/05 - 10/09 |
| RESEARCH, PLAGIARISM, AND CITATIONS | 10/19 - 11/06 |

| UNIT TOPIC | DATES |
|--|--------------------------------|
| WRITING PRINCIPLES (1ST DRAFT, EDITING, PROOFREAD, REDRAFT) AND BUSINESS WRITING | 11/09 - 11/24 |
| CAREER PORTFOLIO | 11/30 - 12/11 |
| MANAGING SPEECH ANXIETY | 01/04 - 01/08 |
| ORAL PRESENTATION PREP (THE SALES PROCESS AND TYPES OF SPEECHES) | 01/11 - 02/26 |
| ORAL PRESENTATIONS | 03/01 - 04/02 |
| ASK EXAM REVIEW | 04/12 - 04/23 |
| FINAL PROJECT | 04/26 - 05/07 |
| EXAM (REVIEW, MIDTERM AND FINAL) | 12/14 - 12/18 05/10 - 05/26 |
| NO SCHOOL ON DAYS HIGHLIGHTED IN BLACK | |

2020 – 2021 CURRICULUM TIMELINE

| AUGUST | | | | | | | | SEPTEMBER | | | | | | | | OCTOBER | | | | | | | | NOVEMBER | | | | | | | | DECEMBER | | | | | | | | JANUARY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|----------|---|---|---|---|---|---|---|-----------|---|---|---|---|---|---|---|---------|---|---|---|---|---|---|---|----------|---|---|---|---|---|---|---|----------|---|---|---|---|---|---|---|---------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|--|--|
| M | T | W | T | F | S | S | | M | T | W | T | F | S | S | | M | T | W | T | F | S | S | | M | T | W | T | F | S | S | | M | T | W | T | F | S | S | | M | T | W | T | F | S | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | 1 | 2 | | 7 | 8 | 9 | 1 | 2 | 3 | 4 | 5 | 6 | 5 | 6 | 7 | 8 | 9 | 1 | 2 | 3 | 4 | | | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 1 | 2 | 3 | 4 | 5 | 6 | 4 | 5 | 6 | 7 | 8 | 9 | 1 | 2 | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | | | | | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 1 | 2 | 3 | 4 | 5 | 6 | | 1 | 5 | 6 | 7 | 8 | 9 | 0 | | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 0 | 1 | 2 | 3 | 4 | 5 | 6 | | |
| 0 | 1 | 2 | 3 | 4 | 5 | 6 | | 4 | | | | | | | | | 1 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 6 | 7 | 8 | 9 | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 0 | 1 | 4 | 5 | 6 | 7 | 8 | 9 | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 7 | 8 | 9 | 0 | 1 | 2 | 3 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 3 | 3 | | | | | | | | | | | | | | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | | | | | | | | |
| 7 | 8 | 9 | 0 | 1 | 2 | 3 | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 0 | 2 | 2 | 2 | 2 | 2 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 0 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 0 | | | | | | | | | | | | | | | | | | | | | | |
| 4 | 5 | 6 | 7 | 8 | 9 | 0 | | 2 | 2 | 3 | | | | | | | | 6 | 7 | 8 | 9 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 3 | 4 | | | | | | | | | | | | | | | | | 8 | 9 | 0 | 1 | | | | | | | | | | | | | | | 5 | 6 | 7 | 8 | 9 | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 0 | 1 | 2 | 3 | | | |
| 3 | | | | | | | | 8 | 9 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 | | | | | | | | | | | | | | | | | | | 1 | | | | | | | | | | | | | | | | | | | 1 | | | | | | | | | | | | | | | | | | |
| 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 | | | | | | | | | | | | | | | | | | | 2 | | | | | | | | | | | | | | | | | | | 2 | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FEBRUARY | | | | | | | | MARCH | | | | | | | | APRIL | | | | | | | | MAY | | | | | | | | JUNE | | | | | | | | JULY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| M | T | W | T | F | S | S | | M | T | W | T | F | S | S | | M | T | W | T | F | S | S | | M | T | W | T | F | S | S | | M | T | W | T | F | S | S | | M | T | W | T | F | S | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | | 1 | 2 | 3 | 4 | | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 7 | 8 | 9 | 1 | 2 | 3 | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | 9 | 1 | 1 | 2 | 3 | 4 | | 8 | 9 | 1 | 1 | 2 | 3 | 4 | | | | | | | 1 | 1 | | 1 | 1 | 2 | 3 | 4 | 5 | 6 | | 0 | 1 | 2 | 3 | 4 | 5 | 6 | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 1 | 1 | 1 | 2 | 3 | 4 | | 1 | 1 | 1 | 1 | 2 | 2 | 2 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | 1 | 1 | 1 | 1 | 2 | 2 | 2 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | 6 | 7 | 8 | 9 | 0 | 1 | | 5 | 6 | 7 | 8 | | 0 | 1 | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | 2 | 2 | 2 | 2 | 2 | 2 | | 2 | 2 | 2 | 2 | 2 | 2 | 2 | | 9 | 0 | 1 | 2 | 3 | 4 | 5 | | 9 | 0 | 1 | 2 | 3 | 4 | 5 | | 2 | 2 | 2 | 2 | 2 | 2 | 2 | | 2 | 2 | 2 | 2 | 2 | 2 | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | 2 | 2 | 2 | 2 | 3 | 4 | 5 | | 2 | 2 | 2 | 2 | 2 | 2 | 2 | | 2 | 2 | 2 | 2 | 2 | 2 | 2 | | 2 | 2 | 2 | 2 | 2 | 2 | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | 2 | 3 | 3 | | | | | | 6 | 7 | 8 | 9 | 0 | 1 | 2 | | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | 2 | 2 | 3 | | | | | | 2 | 2 | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | 9 | 0 | 1 | | | | | | | | | | | | | | 1 | | | | | | | | 8 | 9 | 0 | | | | | | 2 | 2 | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

*STUDENT FIRST DAY AUGUST 12TH

*STUDENT LAST DAY MAY 26TH